

**Summary of the
On-Site Assessment Committee Teleconference
March 30, 1998**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, March 30, 1998, at noon Eastern Standard Time (EST). The meeting was led by its chair, Mr. Wayne Davis of the South Carolina Department of Health and Environmental Control. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss plans for completing revisions to the On-site Assessor Training Manual.*

INTRODUCTION

Mr. Davis opened the meeting by announcing some address changes. Mr. William Toth's and Ms. Rosanna Buhl's contact information was provided.

The On-site Assessment Committee has not yet received a written reply from the NELAC Board of Directors regarding the questions posted to the board by the committee. Mr. Davis took part in a teleconference with the board regarding the questions, and reported that the conversation was productive. In that conference, Dr. Charles Hartwig indicated that the board intends to respond in writing to the committee's questions.

Mr. Gary Bennett provided a brief summary report of the On-Site Assessment /Quality Systems joint meeting regarding intercommittee coordination. Those present for the teleconference included Mr. Gary Bennett and Mr. William Toth from On-Site Assessment Committee and Ms. Silkie Labie and Mr. Fred Heberer from the Quality Systems Committee. Mr. Bennett indicated that the meeting was helpful in establishing coordination between the two committees, and that the Quality Systems Committee has two concerns. The first concern is the continued integration of the Assessor Training Manual with the Quality Systems chapter in the Standard (i.e. not reinterpreting the Quality Systems chapter), and the second is the method specific checklists being developed by the On-site Assessment Committee (ensuring no conflicts between the checklists and the Quality Systems Standard).

The status of the Quality Systems checklist which was developed by Ms. Marlene Moore was discussed, and Mr. Davis stated that it has not yet been posted to the NELAC website. There was also discussion of whether on-site assessors should use both a quality systems checklist and method specific checklists. The Quality Systems Committee supported the concept of using both types of checklists. Mr. Davis said that he will try to get a copy of the Quality Systems checklist as soon as possible and distribute it to On-site Assessment Committee members for their review and input (Ms. Mourrain has requested feedback on the document). The document is reportedly quite lengthy at approximately 72 pages.

Mr. Davis then asked the committee for input on finishing the revisions to the Assessor Training Manual. His suggestion was to have a face-to-face working session in a central location to hammer out the final revisions over a two-day period. The task needs to be completed by May 15, 1998, in preparation for the annual conference in June. The committee was responsive to Mr.

Davis' suggestion of a meeting to finish the revisions, and suggested the Atlanta airport area as a possible meeting place. The suggested dates are in the time frame of April 23-30.

Mr. Davis has sent a package to every committee member containing a letter from Ms. Carol Batterton regarding upcoming NELAC deadlines, as well as comments on Chapter 3 from three new sources. He requested that the committee look over the new comments and be prepared to discuss any substantive comments at the next teleconference.

Mr. Davis recently received a recommending a replacement to the On-site Assessment Committee for the vacancy left by Mr. Steve Ankabrandt.

The sample method-specific checklist which was to be posted to the web for comment has not yet been posted. Mr. Davis indicated that he will contact Ms. Marlene Patillo to determine why the posting has not occurred.

NEXT MEETING

The next meeting will be a preparation for the face-to-face meeting for the completion of revisions to the assessor training manual. The committee will meet next on April 6 by teleconference at noon. Mr. Davis will communicate the specific dial-in details to the committee before that time.

ACTION ITEMS
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Item No.	Action Item	Date To Be Completed
1	Mr. Davis will distribute to the On-site Assessment Committee copies of the “draft” quality systems checklist.	4/15/98
2	Mr. Davis will contact Ms. Marlene Patillo to determine the status of the sample method-specific checklist posting to the NELAC website	4/15/98
3	All members of the On-site Assessment Committee will review the new set of comments to Chapter 3 of the Standard	4/15/98

PARTICIPANTS
On-Site Assessment Committee Teleconference
March 30, 1998

Name	Affiliation	Phone Numbers
Mr. Wayne Davis, Chair	South Carolina Department. of Health	T: 803-935-6856 F: 803-935-6859 E: davisrw@columb36.dhec.state.sc.us
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Mr. Gary Bennett	USEPA Region 4	T: 706-355-8551 F: 706-355-8803 E: bennett.gary@epamail.epa.gov
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